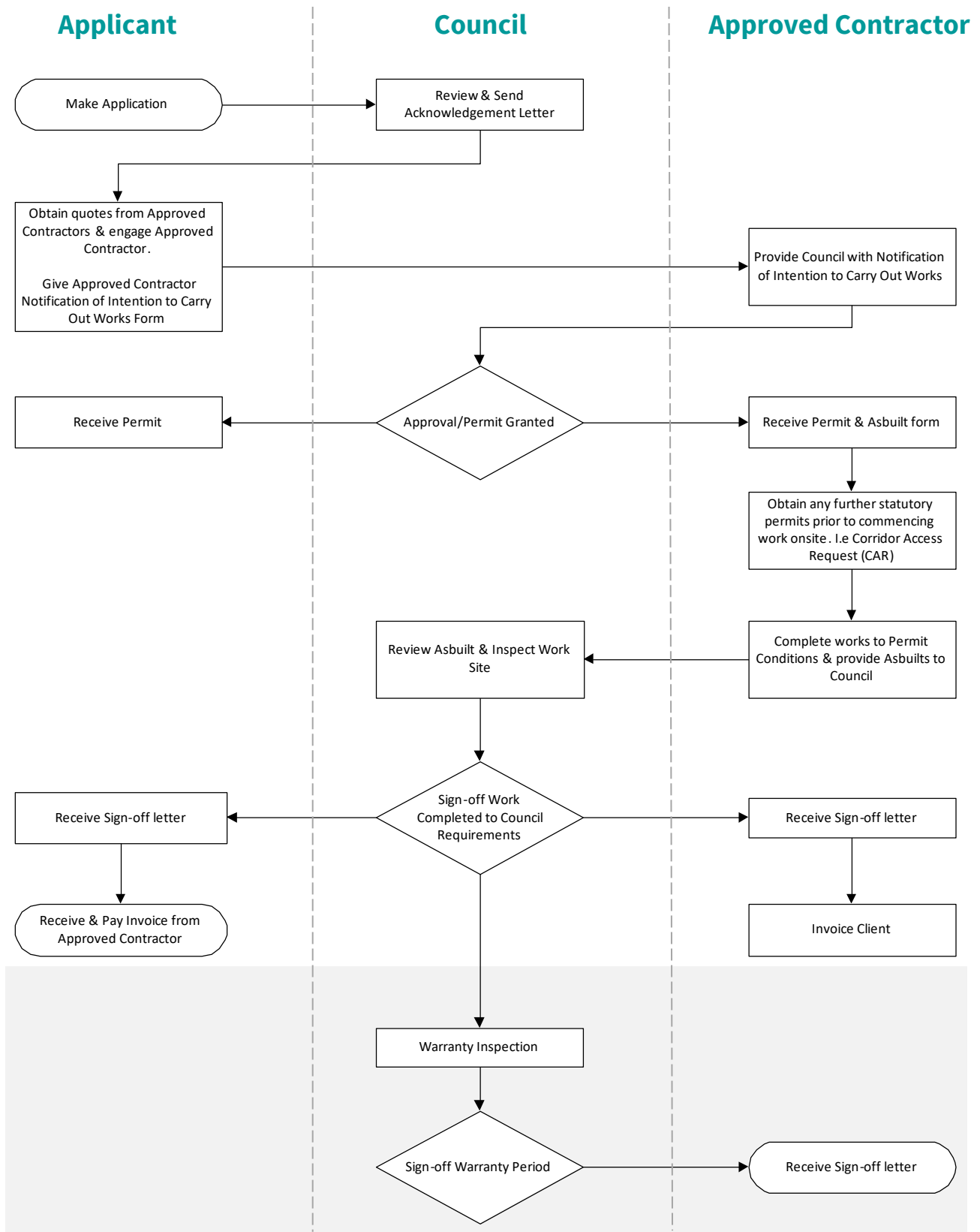


Service Connection Application

Flow Diagram & Supporting Information



Information for your Service Connection Application

Overview

A Service Connection Permit is required for all work associated with Council owned infrastructure networks including public water supplies, sewer and stormwater networks.

A Service Connection Permit is different to a Resource Consent or Building Consent. Approval of a Resource Consent or Building Consent does not imply automatic approval of a Service Connection Permit and vice versa.

Service Connection Permits are valid for a period of 6 months. Conditions of the Service Connection Permit will specify requirements that your Approved Contractor is to adhere to.

The flow diagram shows how the process will work.

General

Our target is for applications to take less than 10 working days to process after acceptance for lodgement but more complex applications may take longer.

All costs of new service connection/s (including disconnections or relocations) are the responsibility of the property owner or their agent.

Council does not carry out any physical works or arrange for contractors to carry out work on your behalf. Prior to the Service Connection Permit being granted the applicant is required to arrange their own contractor from the list of **Council Approved Contractors**.

All work on Council infrastructure (including excavation and reinstatement of the road network) must be carried out by a Council Approved Contractor.

Connections made to Council water, sewer or stormwater networks (including indirect connections) without Council Approval is a Bylaw offence and will be assessed for enforcement action.

Current versions of the Application for Service Connection Form, this Information Sheet, and the current list of Council Infrastructure Approved Contractors are available on the Council's [website](#).

Fees and Charges

An application fee is payable with each application. Other fees are also payable:

- Tapping fees cover the cost for Council's Maintenance contractor to attend site when your pipework is ready for connection to the water mains supply.
- Development Contributions are required when a new development generates additional demand on Council infrastructure. These are charged on a case-by-case basis. If contributions are required you will be advised and invoiced accordingly.

Current [fees and charges](#) are listed on our website.

How Many/ What Services Can I Apply For?

You may request more than one service for a property (e.g. water & sewer) but

- Only one water or sewer connection is allowed per Certificate of Title. All Parcels that are held together by a Section 77 Certificate under the Building Act are classed as being one Certificate of Title, and therefore extra or surplus connections are required to be disconnected at time of development.
- More than one dwelling can be fed from the same connection.

- If a property is to be subdivided, each separate certificate of title is required to have its own separate water and wastewater supply connection at the street boundary (i.e. no water laterals are to cross property boundaries). It may be prudent to allow for future subdivision at the time of construction of a second or subsequent dwelling (i.e. lay pipe inside the property boundary for future water supply laterals) as existing paving or landscaping will not be an acceptable reason for exemption from separate connections upon subdivision.
- All new connections or changes in land use activities from “domestic” to “commercial” or “industrial” are required to install water meters and backflow prevention at the point of supply. These requirements are compulsory for Commercial and Industrial zoned land.
- Industrial wastewater discharge connections may require separate connections for domestic type and industrial discharges.
- A separate Trade Waste Consent must be in place prior to discharge for commercial and industrial wastewater discharges occur. This includes wastewater from commercial and industrial premises that is of a domestic type.
- Trade Waste Application Form and Guide can be found on Council’s [website](#).

Work Undertaken within the Road Corridor

A Corridor Access Request (CAR) is required for all work undertaken within the road corridor. This must be obtained through the beforeUdig website (www.beforeudig.co.nz) by the appropriate Council Approved Contractor and an approved Work Access Permit (WAP) granted prior to starting work onsite.

When connections to Council infrastructure are located on a State Highway additional approval to undertake the work must be obtained from New Zealand Transport Agency. This is in addition to and does not replace the need for a Council approved WAP

All work within the road or footpath is to be carried out in accordance with the National Code of Practice for Utility Operators’ Access to Transport Corridors. Please note that this includes a 24 month maintenance and warranty period that is the responsibility of the CAR applicant. This includes reinstatement of sealed surfaces.

When submitting a CAR a Traffic Management Plan (TMP) is required. This is to be prepared by a qualified Site Traffic Management Supervisor (STMS) prior to commencing work within the road reserve.